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Executive Registry

4-2236

14 December 1953

MEMORANDUM FOR: All Assistant Classification Control Officers
FROM: CIA Classification Control Officer
SUBJECT: Guidance for the Classification of Documents

1. Since publication of Agency Notice on Classification of Documents, many of you have raised questions about it. Assuming that these questions and problems are not unique to any one office, it was decided to sort them out, interpret them for you, and disseminate the questions and answers to all Assistant Classification Control Officers for their information, guidance, and use. Accordingly, the Security Office and the General Counsel were consulted and the attachment represents their considered judgment.

2. From time to time, as changes occur, you will be similarly notified.



Concur:

/s/
for Security Office

/s/ W. L. Pforzheimer
for General Counsel

Attachment



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